

SELECTING THE IDEAL VENUE



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SECURING A GREAT VENUE FOR YOUR EVENT

We put this guide together to share some best practices when choosing a venue for your screening event. Here are our general tips:

- Choose an accessible space where all guests can easily attend and enjoy the film.
- Ensure ample parking is available for guests or that the venue is easy to access via public transportation.
- Consider the cost of the venue; some options like churches or community spaces may be free, while theater rentals can vary in price.
- Identify a venue with a lounge or optional reception area for post-screening discussions.
- When booking the venue, let them know that the film is 75 minutes long so you will need at least 2 hours in the space. Ideally, you would reserve the venue for 3 or 4 hours. Our team created a "Sample Run of Show" located [here](#), to serve as a simple guide that outlines the schedule of everything that will happen at an event.

CHECKLIST FOR ALL VENUES

- ☐ **Tech Check and File Format**
 - Verify the file format required by the venue for playing the film.
 - Schedule a tech check with the venue staff before the event.
- ☐ **Venue Capacity and Seating**
 - Determine the seating capacity of the venue.
 - Request a table and chairs for attendee check-in at the front of the room.
- ☐ **Post-Screening Discussion Setup**
 - Request mics and chairs for event introduction and post-screening audience Q&A.
- ☐ **Signage and Presentation Slides**
 - Request to share a slide on screen featuring event panelists for the Q&A.

BEST PRACTICES FOR VENUE RENTALS

WHAT TO KNOW ABOUT MOVIE THEATER RENTALS

You may want to host your screening at your local movie theater. Here are some tips for your movie theater rental:

- Research the cost of the movie theater rental. Theaters usually have discounted rental rates on weeknights (like Tuesdays and Wednesdays).
- Request the availability of tech staff to assist you during your event.
- Verify whether the theater has a lounge or other space to host a reception.
- Find out where your attendees can check-in for your event and if the theater will provide a table and chairs for you to set up a check-in area.
- Ask the theater about the file format that they require. Most movie theaters require a DCP, which stands for digital cinema package.
- Ask your screenings manager to send the theater a DCP at least 3 weeks before your event.
- Confirm the availability of chairs and microphones.
- Discuss signage policies with the theater and find out if they have public wifi.
- Schedule a tech check with the theater staff to test the film before your event.
- Check if you need to provide the theater with documentation that the filmmakers have granted you permission to show the film. (we can get you an official letter)
- Find out how concessions (soda and popcorn) work for your attendees. For example, will the theater offer them a discount if they are with your group?